



Coloma Community School District Acceptable Use Agreement *Secondary Agreement*

This agreement outlines rules and guidelines for the acceptable use of technology resources. The district requires all users within Coloma Community Schools (CCS) to read, sign, and agree to the terms of the following Acceptable Use Agreement (AUA). All activities conducted using CCS technology resources are governed by this Agreement and include, but are not limited to, email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, chat rooms, video conferencing, etc. Student use of district technology resources accessed from off campus and use of personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities, shall also adhere to the terms of this agreement.

CCS provides technology resources for student use to: 1) promote educational excellence in the district; 2) encourage the sharing of resources through innovation and communication; and 3) prepare Coloma's students to be active members of the global society in which they will live and work. We hope to accomplish this by providing students with knowledge and skills regarding the safe and appropriate use of technology.

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time. As required by the Children's Internet Protection Act (CIPA), content filtering and technology monitoring is used to restrict access to unacceptable materials on all Internet access provided by CCS. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate/illegal material or Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

Users must comply with all licensing and copyright laws. Misuse or plagiarism in any form will not be tolerated. Students are required to give proper credit to all Internet sources used in academic assignments. In addition, students must follow copyright laws regarding software, authorship, and copying information.

Users are not permitted to use computing resources for personal gain or commercial purposes, including advertising or purchasing products or services, political lobbying or campaigning, promoting personal or religious ideas or causes, or inciting action by others.

Damaging or altering computer systems or related hardware is prohibited. This can include installing or removing software/hardware without authorization. Gaining or attempting to gain unauthorized access to computers, networks, email accounts, files or data may result in cancellation of privileges and/or further disciplinary and/or legal action. Any attempt to harm, alter, or destroy data of another user or any data on the network or related systems or agencies is prohibited.

Students do not have any reasonable expectation of privacy with respect to use of technology (including eMail) within CCS. CCS has the right to monitor, inspect, copy, review and store any and all usage of CCS technology resources including transmitted and received information at any time and without prior notice. User accounts will be monitored periodically. Any equipment or device connected to the school network may be inspected by the school staff without cause or warning.

The Coloma Community School District makes no warranties of any kind, whether express or implied for the use of its educational technology, including but not limited to loss of data resulting from delays, non-delivery, or any service interruption. Furthermore, the Coloma Community School District is not responsible for any damages to a user's hardware or software incurred from downloading a computer virus or from any other use of the network. Coloma Community Schools provides computers, the Internet, and other technology resources for educational use. Students must follow the same rules, regulations, and policies that apply within the school.



Coloma Community School District Acceptable Use Agreement *Secondary Agreement*

Be Polite and respectful. Students are responsible for good behavior on the school district computer networks and email accounts, just as they are in a classroom or on a school campus. General rules and policies for behavior and communications in the district apply. Users are subject to all local, state and federal laws. Illegal activities are strictly forbidden. Student participation in non-teacher initiated and moderated instructional use of blogs, wikis, social networks, games or other interactive electronic environments is prohibited. Students are prohibited from using any technology recording and/or communicating devices in any restroom and/or locker rooms.

Use resources for appropriate educational purposes. The network and other technology services are provided for students to conduct research and communicate with others. They are to be used for educational and other school related uses only. Access is a privilege - not a right, and is given to students who agree to act in a considerate and responsible manner. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of privileges and may also result in other penalties. Authorized personnel may close an account at any time as warranted. The administration, faculty and staff may also request authorized personnel to deny, revoke, or suspend specific user accounts. Although electronic communication and information is generally treated as private property, users on the district network do not have personal rights of privacy in anything they create, receive, send, or store on or through the network, on district computer systems, or through district provided email accounts.

Use appropriate language and graphics. Users are expected to abide by generally accepted rules of network and email etiquette and to conduct themselves in a responsible, ethical, and polite manner while utilizing network and other technology resources. These rules include, but are not limited to, the following:

- a. Do not cyber-bully or send abusive messages to others.
- b. Do not use obscene, profane, lewd, vulgar, disrespectful, threatening or inflammatory language or swear, use vulgarities or any other inappropriate language. Harassment and personal attacks, including the use of prejudicial, discriminatory, racist or sexist language, are prohibited.
- c. It is the student's responsibility to maintain the integrity of the electronic mail system and they are responsible for all material they send and receive. The student is responsible for making sure all e-mail sent or received by them does not contain any items mentioned in point b. above.
- d. Do not reveal personal information such as name, age, addresses, telephone numbers, or location, and do not reveal such information about others, except in District staff approved, protected situations. We encourage the responsible use of an online user identity.
- e. Do not repost or forward personal communications without the sender's consent.
- f. Do not use the network or email messages in a way that disrupts the use of the network by others. Abuse of resources is prohibited, such as the sending of annoying or unnecessary messages to a large number of people or other functions that might restrict or interrupt data flow.

Protect Passwords. Security on any network system is a high priority, especially when the system involves many users. Users are prohibited from giving out passwords, using someone else's password, or impersonating other users on the network, Internet or email system.



Coloma Community School District Acceptable Use Agreement Secondary Agreement

Students, who complete this form and agree to the above rules, will receive an id and password. The id and password will allow the student to access the internet and other technology services as appropriate.

The combined signatures indicate the student and parent/guardian have carefully read, understand, and agree to follow the terms and conditions of appropriate use.

STUDENT:

I have read this Acceptable Use Agreement and agree to comply with the conditions of acceptable use and to report any misuse of CCS technology resources to the appropriate teacher or administrator. I understand any violations of the above provisions may result in the loss of use of CCS technology resources and may result in further disciplinary action, including but not limited to, suspension or expulsion, and/or referral to legal authorities. I will report any violations of the use of this AUA to my teacher, building principal and/or technology coordinator as soon as possible.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand the terms and conditions of use which my student must follow. I understand that this access is designed for educational purposes and may be monitored. My child may be disciplined for inappropriate or unacceptable use of CCS technology resources. Coloma Community Schools has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for Coloma Schools to restrict access to all inappropriate materials, and I will not hold the district responsible for materials acquired on the network nor will I hold the school district responsible for any issues including financial obligations arising from use of the Internet.

Parent/Legal Guardian (please print): _____

Signature: _____ Date: _____

PLEASE READ AND SIGN THIS AGREEMENT
AND RETURN SIGNATURE PAGE TO YOUR LOCAL SCHOOL